UNIT 4 SCHOOL BOARD

ANNUAL REPORT

1990/91

ANNUAL REPORT

BOARD OF TRUSTEES

REGIONAL ADMINISTRATIVE UNIT NO. 4

JUNE 30, 1991

93-02773/

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October 8, 1991

Mr. Paul Connolly
Minister of Education,
Province of Prince Edward Island
P.E.I.

Dear Mr. Connolly:

I have the honor to submit, for your consideration, the nineteenth Annual Report of the Board of School Trustees of Regional Administrative Unit No. 4, for the school year ended June 30, 1991.

This document contains a general statement of the activities of the Board, along with the reports of the various Standing Committees. In addition, statistical information is provided by way of tables on costs, enrollments, attendance, and transportation of students.

Respectfully submitted,

Clem Sinnott,
Chairman (1990-91)
Unit #4 School Board

TABLE I
1990/91
SCHOOL TRUSTEES & COMMITTEES

Name	Address	Tel. No.	Board Committee
Clem Sinnott, Ch'person	Morell	961-2690	Finance Ch'man Ex officio of all committees
Linda Aspin, Vice-Ch'person	Belle River P.O.	659-2599	Program/Teacher
Lorraine Crawford, Secretary	Montague	838-2449	Building/Maintenance
John Hennessey	Souris	687-2960	Transportation
Brian Hogan	Morell	961-2556	Transportation
Susan Jackson	Murray Harbour N.	962-2900	Transportation
Tom Kickham	Souris West	687-2573	Program/Teacher
Boyd Leard	Souris	687-3225	Building/Maintenance
Allison MacDonald	Cardigan R.R. 3	583-2842	Building/Maintenance
Larry Campbell	Mt. Stewart R.R. 5	583-2820	Building/Maintenance
George Matheson	Montague R.R. 1	838-4424	Program/Teacher
Fred Mullen	Mt. Stewart	892-4441	Transportation
Wilbur Maddy	Montague	838-2870	Building/Maintenance
Charlie Stewart	Vernon P.O.	651-2338	Building/Maintenance
Waldo Taylor	Wood Islands	962-2046	Program/Teacher
Marian Trowbridge	Bridgetown	583-2834	Transportation

The Superintendent may be asked to attend all committee meetings. Further, the Assistant Superintendent attends Program/Teacher Committee meetings and Transportation Committee meetings; the Maintenance Supervisor attends Building/Maintenance Committee meetings; the Transportation Supervisior attends Transportation Committee meetings; the Business Superintendent attends Finance Committee meetings, Building/Maintenance Committee meetings, and Transportation meetings.

TABLE II
1991/92
SCHOOL TRUSTEES & COMMITTEES

Name	Address	Tel. No.	Board Committee
Linda Aspin, Ch'person	Belle River P.O.	659-2599	Finance Chairperson Ex officio of all Committees
Brian Hogan, Vice-Ch'person	Morell	961-2556	Transportation
Marion Trowbridge, Secretary	Bridgetown	583-2834	Building/Maintenance
Larry Campbell	Mt. Stewart R.R. 5	583-2820	Transportation
Lorraine Crawford	Montague	838-2449	Transportation
Bill Fitzpatrick	Mt. Stewart R.R. 1	676-2733	Program/Teacher
Susan Jackson	Montague R.R. 4	962-2900	Program/Teacher
Tom Kickham	Souris West	687-2573	Transportation
Marjorie Lord	Belfast R.R. 3	659-2459	Transportation
Brian MacDonald	St. Catherines R.R.2	687-3727	Building/Maintenance
Beverley MacGregor	Souris R.R. 2	357-2643	Building/Maintenance
Wilbur Maddy	Montague	838-2870	Building/Maintenance
Clem Sinnot	Morell	961-2690	Program/Teacher
Charlie Stewart	Vernon P.O.	651-2338	Building/Maintenance
Waldo Taylor	Wood Islands	962-2046	Program/Teacher

TABLE III
BOARD OFFICE STAFF

Name	Title	Staff
Dr. Philip Lake	Superintendent	Supervisory - Instructional
Sr. Elizabeth Dunn	Assistant Superintendent	Supervisory - Instructional
Marjorie Steeves	Business Superintendent	Supervisory - Non-instructional
Bill MacLure	Transportation Supervisor	Supervisory - Non-instructional
John Miodowski	Building/Maintenance Supervisor	Supervisory - Non-instructional
Cathy Ayers Horne	Media Librarian	Consultant
Alexander MacDonald	Co-ordinator of Student Services	Consultant
Leslie Steeves	Language Arts Consultant	Consultant
Jim Nimmo	French Co-ordinator	Consultant
Louise Bruce	Board Office Clerical	
Doris Carver	Board Office Clerical	
Tanya Flynn	Board Office Clerical	
Dorothy Jamieson	Board Office Clerical	
Noreen Lannigan	Board Office Clerical	
Mary Musick	Board Office Clerical	
Dale Sencabaugh	Board Office Clerical	
Clare Shepard	Board Office Clerical	

TABLE IV
PRINCIPALS/SCHOOL SECRETARIES

School	Principal	Secretary	Phone
Belfast Consolidated	Ken McAleer	Janice MacDonald	659-2605
Cardigan Consolidated	Walter Wilkins	Margaret Fogarty	583-2398
Dundas Consolidated	Myron Yates	Audrey Riley	583-2711
Eastern Kings Consolidated	Jim Campbell	Judy Coffin	357-2501
Fortune Consolidated	Wendell Deagle	Donalda MacDonald	687-2352
Georgetown Elementary	Leo Hendricken	Dawn Martell	652-2602
Montague Consolidated	Frank Creighton	Beth Graham	838-2424
Morell Consolidated	Ernie Arnold	Anita Geldert	961-2384
Mt. Stewart Consolidated	Sandy Clark	Deanna Birt	676-2458
Rollo Bay Consolidated	Wendell Deagle	Cathy Williams	687-2821
Souris Consolidated	Roger Soloman	Maggie MacPhee	687-2468
Southern Kings Consolidated	Bernie Crawford	Suzanne Billard	962-2365
St. Peter's Consolidated	Barry Wilson	Dianne MacKenzie	961-2867
St. Teresa's Consolidated	Sr. Christina Doyle	Charlotte Bradley	583-2945
Tracadie Cross Consolidated	Peter Rankin	Debbie MacIntyre	676-2943
Vernon River Consolidated	Peter Driscoll	Helen MacIsaac	651-2618
Montague Regional High School	Alan Hubley	Suzanne Beagan Debbie Buchanan Laurel Martin	838-2473
Morell Regional High School	Jim MacAulay	Phyllis Coffin	961-2021
Souris Regional High School	Albert Fogarty	Barb MacDonald	687-2325

TABLE V

PRINCE EDWARD ISLAND

ELEMENTARY AND SECONDARY ENROLMENT BY SCHOOL, GRADE AND GENDER

OCTOBER 31, 1990

UNIT 4	Grades 1		2		3		4		5		6		7		8		9		10		11		12		Total		
SCHOOL	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	TOTAL
410													48	43	42	41	78	73	126	114	115	103	160	106	589	480	1069
411																	40	42	41	45	38	40	39	32	158	159	317
412															7	3	45	35	47	46	50	37	52	42	201	163	364
440	14	11	16	13	15	12	11	14	15	8	11	5	9	16	12	16	10	13							113	108	221
441	14	12	10	12	12	11	11	10	12	11	14	7	10	14	12	10									95	87	182
442	6	4	8	6	10	8	9	9	6	11	8	4	4	10	10	6									59	58	117
443	6	11	9	4	8	8	10	8	11	5	9	6	7	11	8	11									68	64	132
444	5	9	5	6	9	8	9	4	8	4	5	1	7	5	4	7									52	44	96
445	11	4	8	6	8	7	9	6	10	5	6	8	11	2	8	4									71	42	113
446	35	35	44	44	27	38	38	39	37	37	36	48													217	241	458
447	11	17	9	16	12	20	15	11	19	14	23	22	22	11	16	13									127	124	251
448	10	2	4	8	9	5	11	10	10	9	4	5	6	4	4	4									58	47	105
449	13	9	13	10	11	9	13	12	12	13	14	10	8	8	8	7									92	78	170
450	20	13	28	23	13	19	18	22	15	17	12	15	22	12	18	12									146	133	279
451	28	17	26	33	23	22	28	19	39	26	30	28	26	23	21	20									221	188	409
452	12	7	6	4	11	11	6	6	5	6	7	11	5	5	9	6									61	56	117
453	2	5	3	7	7	2	6	4	7	3	7	6	5	4	3	3									40	34	74
454	10	2	13	5	6	4	9	5	5	6	5	2	6	11	13	3									67	38	105
455	14	14	7	14	9	13	17	10	20	13	17	20	18	13	20	16	10	15							132	128	260
UNIT TOTAL	211	172	209	211	190	197	220	189	231	188	206	198	214	192	215	182	203	178	214	205	203	180	251	180	2567	2272	4839
																											4839

TABLE VI

PRINCE EDWARD ISLAND

ELEMENTARY AND SECONDARY ENROLMENT BY AGE, GRADE AND GENDER

OCTOBER 31, 1990

Grades

		1		2		3		4		5		6		7		8		9		10		11		12		Total		
UNIT	AGE	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	TOTAL
4	Under 6	49	42																							49	42	91
4	6	116	150	48	32																					164	182	346
4	7	7	17	149	149	45	26																			201	192	393
4	8		2	13	26	132	139	43	34																	188	200	388
4	9			1	2	16	26	128	139	42	29															187	196	383
4	10					4		15	40	132	154	38	32													189	226	415
4	11							2	5	10	41	135	128	36	35	1										184	209	393
4	12							1	1	3	7	22	37	138	129	36	26									200	200	400
4	13								1			3	8	15	42	121	130	42	96							182	224	406
4	14												1	3	8	22	38	112	112	27	27					164	186	350
4	15									1						2	11	18	39	131	115	37	27			189	192	381
4	16																1	4	16	35	51	108	101	27	26	174	195	369
4	17																	1	1	10	17	25	51	97	108	133	177	310
4	18																			1	1	8	19	40	67	49	87	136
4	19																		1	1	1		4	9	43	10	49	59
4	20																				1		1	4	6	4	8	12
4	Over 20																					2		3	2	5	2	7
UNIT	TOTAL	172	211	211	209	197	190	189	220	188	231	198	266	192	214	182	215	178	203	205	213	180	203	180	252	2272	2567	4839
																												4839

TABLE VII
TEACHERS BY QUALIFICATIONS & AVERAGE SALARY

	1990/91			1989/90	
CLASS OF CREDENTIAL	NO. OF POSITIONS	AVERAGE SALARY	CLASS OF CREDENTIAL	NO. OF POSITIONS	AVERAGE SALARY
VOCATIONAL	7.8	$42,104	VOCATIONAL	7.8	$38,400
CERT II	-	-	CERT II	1	$23,874
CERT III	2	$30,549	CERT III	2.75	$28,349
CERT IV	52.35	$36,428	CERT IV	50.1	$33,851
CERT V	145.95	$41,765	CERT V	148	$38,286
CERT VA	49.8	$47,360	CERT VA	46	$42,800
CERT VI	3.4	$48,809	CERT VI	35	$44,208
TOTAL	291.9	$42,203	TOTAL	290.65	$38,821

TABLE VIII
EMPLOYEES BY CLASS & AVERAGE SALARY

	1990/91			1989\90	
CLASS OF EMPLOYEES	NO. OF POSITIONS	AVERAGE SALARY	CLASS OF EMPLOYEES	NO. OF POSITIONS	AVERAGE SALARY
CLERICAL	22.75	$22,024	CLERICAL	23.3	$21,362
JANITORS	38.05	$23,371	JANITORS	37.7	$23,448
BUS DRIVERS	82	$17,086	BUS DRIVERS	82	$16,441
BOARD BASED SUPERVISORY:			BOARD BASED SUPERVISORY:		
(A)NON-INSTRUCTIONAL	3	$45,372	(A)NON-INSTRUCTIONAL	3	$43,687
(B)INSTRUCTIONAL	4	$57,510	(B)INSTRUCTIONAL	5	$54,565
TEACHER ASSISTANTS	16.72	$14,477	TEACHER ASSISTANTS	13 5/7	$15,362
TEACHERS	291.9	$42,203	TEACHERS	290.65	$38,821
TOTAL	458.42	$33,649	TOTAL	455.35	$32,409

NOTE: SALARY FIGURES DO NOT INCLUDE BENEFITS.

TABLE IX
TRANSPORTATION STATISTICS

		1990/91	1989/90
1.	No. of operational buses	78	79
2.	Seating capacity of buses used	4,840	4,672
3.	No. of students transported	4,175	4,254
4.	Kilometers per day regular route	6,636	6,600
5.	Kilometers per year regular route	1,294,647	1,328,506
6.	Kilometers per year extracurricular use	42,685	45,362
7.	Total kilometers per year (#5+#6)	1,337,332	1,373,868
8.	Cost of salaries and benefits	$1,591,592	$1,557,661
9.	Cost of bus operation*	$ 606,240	$ 634,413
10.	Total transportation operational cost (#8+#9)	$2,197,832	$2,192,074
11.	Average number of students per bus (3\1)	53.5	53.8
12.	Percent of bus capacity used	86.3	91.1
13.	Average number of yearly kilometers per bus (7/1)	17,145	17,391
14.	Operational cost per bus (9/1)	$ 7,772	$ 8,031
15.	Operational cost per kilometer (9/7)	$ .45	$ .46
16.	Total transporation operation cost per student transported (10/3)	$ 526.43	$ 515.30
17.	Total per kilometer (10/7)	$ 1.64	$ 1.59

*Does not include depreciation on the bus fleet, bus depot, or bus depot equipment.

TABLE X
INVENTORY OF SCHOOL BUSES - 1990/91

Number of buses on hand July 1, 1990	89
Busses sold since July, 1990	6
New buses ordered and delivered	8
Number of buses on hand June 30, 1991	91

CHAIRMAN'S REPORT

On behalf of the Unit #4 Trustees, I am pleased to present this, my second report, as Chairman of the Unit #4 School Board.

The 1990-91 academic year was very busy and demanding for the Trustees and administrative staff; yet, as I review the year I am pleased to report it was a successful year. I am satisfied with our accomplishments and the objectives we have established.

The Unit #4 Board has fifteen members representing various parts of the Unit #4 district. Zones #1, #2 and #3 represent people living in the Souris area; Zones #5, #6 and #7 represent the Morell area and Zones #10, #11, #12, #13, #14 and #15 represent citizens in the Montague High School district. Zones #4, #8 and #9 overlay two or more high school districts and the feeder schools.

Name/Zone	High School	Elementary
John Hennessey (1)	Souris	Eastern Kings
Tom Kickham (2)	Souris	Rollo Bay, Fortune
Boyd Leard (3)	Souris	Souris
Marion Trowbridge (4)	Souris, Morell, Montague	Dundas, Cardigan
Brian Hogan (5)	Morell	St. Peter's, Morell
Clem Sinnott (6)	Morell	Morell, Mt.Stewart
Fred Mullen (7)	Morell	Tracadie, Mt. Stewart, St. Teresa's
Charlie Stewart (8)	Montague, Morell	Vernon River, St.Teresa's
Allison MacDonald) Larry Campbell) (9)	Montague, Morell	Georgetown, Cardigan
Wilbur Naddy (10)	Montague	Montague
Lorraine Crawford (11)	Montague	Montague
Susan Jackson (12)	Montague	Southern Kings
George Matheson (13)	Montague	Vernon River, Belfast Southern Kings
Waldo Taylor (14)	Montague	Belfast, Southern Kings
Linda Aspin (15)	Montague	Belfast

Board members representing various Zones have the dual responsibility of representing not only their local area but the Unit #4 area as a whole. This is sometimes very difficult; however, I'm proud to report this Board, while determined and conscientious, has worked well as a group and in the best interest of Unit #4 as a district.

Allison MacDonald, Zone 9, resigned last fall when he moved out of the area. He was replaced by Larry Campbell in January for the remainder of the term. I wish to thank Allison for his three years of service and we wish him and his family well in their new surroundings.

This past spring was election year for all Trustees in the odd number Zones. Three Trustees (George Matheson, Fred Mullen and Boyd Leard) did not re-offer; three were re-elected (Brian Hogan, Lorraine Crawford and Linda Aspin); Larry Campbell (who replaced Allison MacDonald) was also elected; one Trustee (John Hennessey) was defeated.

I wish to say a sincere thank you to the four Trustees who will not be with us

next year and wish them well in all their future endeavors. George Matheson served for eight years and was President of the Prince Edward Island School Trustees Association for two years. For the past two years, George served on the Program/Teacher Committee of the School Board. Boyd Leard was a Board representative on the Provincial Association and for the past two years he acted on the Building & Maintenance Committee. John Hennessey was a Trustee for four years and last year was Chairman of the Transportation Committee. Fred Mullen also was a Trustee for four years and, for the past two years, was a member of the Transportation Committee.

Congratulations are in order for the Board members who are returning: Larry Campbell, Zone 9; Brian Hogan, Zone 5; Lorraine Crawford, Zone 11; Linda Aspin, Zone 13. New Board members are: Beverley MacGregor, Zone 1; Brian MacDonald, Zone 3; Bill FitzPatrick, Zone 7 and Marjorie Lord, Zone 13. The structure and committee members for the 1990-91 and 1991-92 years are outlined in Tables I & II, page 1.

The School Act for Prince Edward Island outlines the duties and responsibilities of School Boards. To facilitate the operation of the Board, we have four Standing Committees with specific duties. We also have an Executive Committee which meets from time to time as the need arises.

Program/Teacher Committee - Membership: Waldo Taylor, Chairman; Linda Aspin; George Matheson; Tom Kickham; Clem Sinnott. This Committee is responsible for making recommendations to the full Board for our professional personnel - hiring, assignment, evaluation, promotion, demotion, etc. In addition, the Committee liaises curriculum and school programs and visits each school, on a rotational basis, to see the schools in operation and to meet with students and staff. This is a very busy and hard-working Committee.

Building & Maintenance Committee - Membership: Charlie Stewart, Chairman; Wilbur Naddy; (Allison MacDonald) Larry Campbell; Boyd Leard; Lorraine Crawford. The Building & Maintenance Committee is responsible for recommending to the Board, policy or action which deals with all aspects of the day-to-day operation of the buildings. The condition of our buildings, the efficiency of the heating and electrical systems, health and cleanliness, condition of grounds, repairs, maintenance, etc., etc. is carefully monitored. Budget freezes and high increases in the price of oil and electricity created headaches last year; however, I am pleased to report we operated within budget and our schools are in good condition.

Transportation Committee - Membership: John Hennessey, Chairman; Brian Hogan; Susan Jackson; Fred Mullen; Marion Trowbridge. The Transportation Committee is responsible to oversee and make recommendations on the operation of our bus fleet. Last year Unit #4 operated approximately 80 buses, transporting some 5000 students to our 19 schools. Statistics re our operation are outlined in Tables IX and X. The 1990-91 year had its challenges, mainly because of the high increases in the price of gas, diesel and oil. The Committee, however, recommended some changes that resulted in a much more efficient operation, making it possible to operate within the budget.

Finance Committee - Membership: Clem Sinnott, Chairman; Charlie Stewart; John Hennessey; Waldo Taylor. The Finance Committee is responsible to oversee the Board's finances and to recommend policy or action related to the financial operation. The Chairman, by Board Policy, is the Chairman of the Board and the Chairmen of the other Committees serve on the Finance Committee.

During the 1989-90 school year the Board reported a surplus of $307,774. Last year (1990-91), decisions were made to spend roughly $200,000 for various projects. We spent over $50,000 to upgrade our gas and fuel tanks; $75,000 on computers and software; distributed over $50,000 to the schools for computers, library books and other projects; engaged an Art Consultant and upgraded the computer system at the Board Office.

Last November, we were advised by the Minister of Finance and the Minister of Education that our budgets for the 1991-92 academic/fiscal year would be frozen at the 1990-91 level. As a result, with the help of each Committee, plans and policies were implemented to make our operation more efficient. As the Financial Audit explains, we are fortunate to start next year with a surplus of approximately $200,000 which will help us survive the "freeze" now in place.

Based on the first 6 months of the 1991 calendar year, the G.S.T. will cost the Board approximately $50,000 a year. Electricity prices have increased and will (we are told) increase again shortly. Oil, diesel and gas are still higher than they were in 1990 when our last budget figures were developed. We know, therefore, the 1991-92 year will be a difficult one financially, since there are no allowances for the increases that we know do exist.

Executive Committee - Membership - Clem Sinnott, Chairman; Waldo Taylor, Past-Chairman; Linda Aspin, Vice-Chairperson; Lorraine Crawford, Secretary. The Executive Committee is called together from time to time, to recommend policy or action on those areas that do not fit within the framework of the established Committees. Usually the focus is policy related, or issues with the Department of Education or other Government agencies. Last year this Committee did a thorough evaluation of the Superintendent and established job descriptions for the Superintendent and the Assistant Superintendent. Next year the Committee will be involved in studying the new School Act and updating Board Policy, in light of the adopted changes.

The operation of public schools is a very dynamic and fluid process, resulting in continuous change and on-going study. Last year the Board spent considerable time on policies or procedures relating to: (1) Sexual Harassment; (2) Special Education; (3) Teacher Transfer; (4) Teacher Layoff; (5) Bulk Purchases (oil related); (6) Smoking; (7) French Immersion; (8) Art; (9) Employee Assistance; (10) Pay Equity; (11) School Rentals and (12) School Programs.

As Chairman, it was my pleasure to be a member of the Education Minister's Advisory Committee and on committees established by the School Trustees Association. Several of our Board members served on various Provincial Committees, as well as many Unit #4 projects. We will continue to work with Government agencies and committees for the betterment of our children and citizenry.

In June, the Unit #4 Board honored the following people who retired from service: Bernice MacInnis, Sister Laura McCabe, Aquinas Ryan, Peter Davis, Agnes Walsh, Evelyn Moore, Patricia Peters, David Fraser, John S. Macdonald, Jean MacPhee. We also were pleased to recognize the following people who have served the Unit for twenty-five years: Wendell Deagle, Paul DesRoches, Edward Downe, Alan Hubley, Marion MacAdam, Hugh MacKinnon, Roy MacKinnon, Stanley MacMillan, Leonard Rogerson, Raymond Shaw, Daniel Sheehan, Adrien Sullivan, Urban Sullivan, Glen Taylor. To those who have retired, and to those who continue to serve, may I express a sincere thank-you on behalf of the Board

and wish each and every one much health and happiness.

The Unit #4 Board is also gratified to sponsor several 'extras' for our students, that have proven to be very valuable . . . I speak of the Unit and Provincial Science Fair, the Forum for Young Canadians, Interchange on Canadian Studies, Encounters With Canada (Terry Fox Centre), etc.

Last August, the Board accepted the resignation of Dan MacDougall, our Busines Superintendent. Dan had been with the Board for only two years. However, during that time he demonstrated his thorough knowledge of management and finance. We thank him for his short, yet efficient, service and wish him well in his return to the 'private sector'.

Marjorie Steeves, C.A., joined us in October as our new Business Superintendent. This has been a challenging and difficult year for Marjorie, not only as a result of financial freezes referred to earlier, but because the administration of schools is such a complex process. Marjorie has more than risen to the challenges and we are very pleased with her work. The Board has purchased a new computer software set-up for our financial services and Marjorie is working night and day getting the system up and running. We know she will continue to serve the Unit well.

As Chairman, I am delighted to report three scholarship funds that have been established for selected students in our high schools. The **Merlin Joseph Chapman Fund** will generate $1000 a year to a student in Souris Regional High; **Dan Mooney**, Bear River, established a fund which will generate $500 for Souris Regional High; **Paul Kingsbury, Jr.** established a fund to generate $500 for a Montague student of the sciences, in honor of his father, Paul Kingsbury, Sr. - a former Chairman and Board member.

Last year the Board made a major decision to consolidate Fortune and Rollo Bay schools into one administrative area. Grades 1-4 will attend Fortune this September and Grades 5-8 will attend Rollo Bay. The Board feels this will result in an improved program for the students, better employment of staff and better utilization of facilities.

Unit #4 has also passed Policy declaring our schools and our buses to be Smoke Free areas. The public is encouraged to support our desire for a smoke free environment.

In my report last year, I mentioned my Board had lobbied long and hard to have the Teacher Aide program re-instated. I'm pleased to report our Unit received $175,930 from Employment and Immigration Canada last year. This is an excellent support program for our children and provides many adults with an opportunity to learn about, and work with, young people.

One of the Policies adopted by the School Board this year was to establish a maximum of two years for the Board Chairman to serve. As a result, this is my last year as Chairman; however, I look forward to continue serving as a Trustee. I appreciate the help and support I received as Chairman from my colleagues, administrative staff and all employees in Unit #4. I am proud to have been selected Chairman and hope I have contributed in some small way.

Respectfully submitted,
Clem Sinnott, Chairman

SUPERINTENDENT'S REPORT

I am still very much impressed with the quality of education and the commitment of the great majority of our staff towards providing our students with the best possible educational opportunity. There are many exciting things happening in our schools and those students who have a desire to do well, find they can succeed. I am concerned, however, that some twenty-five to thirty percent of our young people do not finish Grade 12. Over the past several years, many principals, guidance counsellors and teachers have invested a great deal of time, effort and money to help those students but, while improvements have been recorded, we still have a long way to go.

Conditions are similar in all Boards on Prince Edward Island and, indeed, all across Canada. Last year the Province appointed a task force to study "Youth in Crisis" and seconded Leonard Russell, the Superintendent of Unit #2, to head the Committee. We look forward to their report during the spring of 1992. The Federal Government, last year, also targeted the children who drop out as a national disgrace and had agreed to help school boards assist students stay in and succeed in school. Parents, politicians and professionals have to work together to ensure we improve the opportunities and change the attitudes of those young people who see little value in an education. It is, indeed, unfortunate Canada recruits skilled labor from all over the world at a time when thousands of young Canadians are unemployable because they do not have the educational background or training.

Last year Unit #4 received $50,396.00 from Employment and Immigration to hire two "trainees" to work with students and attempt to change their attitudes towards school. Twenty students had special treatment and special instruction which we hope will 'turn their lives around' and help them finish high school or vocational school. While first indications show a high success rate - the true test will be to see how many make the commitment to finish their high school program. Only time will tell. Next year we hope to have a program in each high school, with help from the Federal Government.

A year or so ago, the Premier announced the appointment of a Cabinet Committee on Government Reform and we know the 'needs of youth' is a major part of their study. In June, the Minister of Education announced an Education Task Force which will report to the Reform Committee. The Minister's announcement stated:

> "Public expectations of our education system have increased dramatically over a reasonably short period of time. We (schools) are being asked to assume a different role relative to social issues than has historically been the case. We are delivering programs and information to children/youth that traditionally were provided by families or community and we now retain in our system, a higher proportion of students than every before and provide a broad range of programs for their consumption . . . "

Indeed, schools have changed in recent years and we have assumed many responsibilities that society has demanded. However, we cannot continue to expand and to go in all directions. In recent years, over one hundred organizations or support groups with a mandate to improve some aspects of our society - be it related to health care, environment, fisheries, forestry, science, culture, medical or anything - have adopted the theme that hope for the future rests with educating youth. As a result, schools are inundated with requests to change the curriculum and to cover the agenda of that

particular organization. Teachers often are given superior materials and try to accommodate many suggestions. However, it is impossible to add, add, add to the curriculum each year without losing something. I don't know what the answer is (perhaps a longer school day, or a longer school year). I only know that I'm pleased that the Federal and Provincial Governments are prepared to make suggestions to assist us as we plan for the next decade. We look forward to the "Reform" recommendations and wish them well in all their deliberations.

Each year principals of all Unit #4 schools are asked to work with staff and consultative committees to establish their objectives, develop an Improvement Plan and/or generate a Management Letter. As a result, much time at each school level is given to improving the delivery of programs and services for our students. We hope everyone will contribute to the Improvement Plan in place, or being developed, for each area. As we plan for the future, we need to constantly evaluate where we are, where we hope to go and develop ways and means of getting there. I would urge all parents to become involved in Home & School Associations or Consultative groups and contribute to the planning for the schools in your area.

As the Chairman outlined in his report, the Board last year supported our efforts to improve our high school libraries, to extend the offerings in programs and/or skills related to computers and to increase the books/teaching materials to each school. Each of our high schools now have a full-time librarian and all three have computers to assist with the library automation plan. Thanks to Employment & Immigration, we were able to place a full-time librarian aide in each high school for 5 months. We are excited over the possibilities that our libraries will become the center and the focus of each school. Students today must know how to collect information, carry out research and express their findings orally and/or in the written form. In my day, it was possible to 'know a book' and pass a course. Today, with so much information available, students must know how to process, manage and use the information available.

All schools in Unit #4 have computers and all schools have students using the computers for many, many purposes. More and more teachers are becoming comfortable with computers and are assisting our students to use computers for writing, research, problem solving and/or enhancing the learning process. The Unit has invested many thousands of dollars in computer software and we distribute our collection through our Audio Visual bus. In fact, the Unit's collection of software is one of the largest in the Maritimes. We are pleased our teachers and students are using the materials available.

Over the past several years, Fred Cheverie, one of the pioneers in Computers for Education, had worked with students and teachers as a Computer Consultant. Unfortunately, with budget freezes and restraints, we have discontinued that support next year. We owe Fred a great deal of thanks for his enthusiasm, leadership, patience and help. Hopefully, Fred will 'surface' again in the future.

Last year the Board asked Jim Nimmo, our French Co-ordinator, to review the commitment and policy of the Unit's French Immersion program. Jim met with many parents and teachers and reviewed the policies in other school districts. His recommendation and report will be examined by the Board in October; we look forward to it.

In 1990/91, several of our teachers, with support and assistance from the Board, participated in an Exchange Program with teachers from the Kent County

in England. We 'hosted' English teachers in April and our teachers went to England late in June to visit schools and exchange ideas. We hope to continue with this program in the future.

Earlier I mentioned the increased demands on schools to expand the curriculum and to meet the needs of many pressure groups. The Department of Education, who are very aware of our concerns and needs, appointed a School Calendar Committee in June. Parents and teachers who have thoughts on the School Calendar should contact the Department of Education, School Trustees or Principals. The time is right for us to examine the "contact time" children have during the school year.

All Canadians know our country has been in a recession and money for many valuable services is limited. Unfortunately, Unit #4 finds itself not only with budget caps, but with a declining enrollment. The greatest impact is the fact we are losing seven teaching positions next year. This has resulted in a reduction in staff of many schools. Larger schools can accommodate reductions much easier than smaller schools. Unit #4 has nine schools with under 130 students in grades one to eight. The loss of a half teacher is very significant to those schools. Several of our small schools have double classes and teachers/principals have few, if any, planning periods during the day. The future will be compounded as parents demand students with special needs be placed in the 'neighborhood' school. If our enrollments continue to decline, we may have to give serious consideration to further consolidation and/or restructuring the schools, as the Board did in Rollo Bay and Fortune. If the offerings and opportunities for our students can be increased and improved with schools working together, it will be necessary for the Board to consider some very difficult decisions. Perhaps our best approach is to convince our politicians and Department of Education officials to change the Foundation Program so that we provide teachers to meet the program needs and the student needs, rather than determining the number of teachers based on the student enrollment.

In spite of our many needs, however, I still feel the Department of Education on Prince Edward Island is one of the most supportive and aware Departments in Canada. Last year (March), the second edition of "A Plan of Action for Education" was released and clearly illustrates the Department is providing positive leadership in the right direction. Now it is up to the Units and funding agencies to implement those goals and opportunities provided by our Department.

In recent years, we have been developing sound policies and plans for our Resource, Special Education and Guidance services. We are very thankful the Department of Education continues to fund those services and assist Boards with their objectives to help children with special problems and/or needs. We are delighted with the staff we have engaged and we know we are achieving a great deal.

A year-end report could outline endless detail on the many, many items that have been discussed, debated, planned or shelved in an area the size of Unit #4. I have tried to cover some of the major happenings and/or concerns. If there is one message, it is the fact that, while we are thankful for so much, we still have to strive for more. Improvements will come about if parents, teachers and the community in general take the upbringing of children seriously and work together for their tomorrow and their future.

In closing, I want to extend a sincere thank you for all those involved in the

Unit #4 family. In all, we have over 500 full-time, part-time and volunteers working with our students. Many, many wonderful things are happening. If we continue to work hard, we can not only maintain a high level of service, but improve those areas that are in need of improvement.

I have said many times, and wish to say again, Unit #4 is a good organization with many things going for it. Let's all work hard and work together to make it an outstanding school system. A big thank you to everyone for help, support, assistance and faith in our children and in their future.

Respectfully submitted,
Dr. Philip Lake
Superintendent of Education

Regional Administrative Unit No. 4
Financial Statements
June 30, 1991

Doane Raymond
Chartered Accountants

A member firm of Grant Thornton

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Auditors' Report

To the Board of School Trustees of
Regional Administrative Unit No. 4

We have audited the balance sheets of Regional Administrative Unit No. 4 as at June 30, 1991, and the statements of revenue and expense, operating surplus, and capital surplus for the year then ended. These financial statements are the responsibility of the Unit's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Unit as at June 30, 1991, and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

Charlottetown
Prince Edward Island
August 9, 1991

Chartered Accountants

A member firm of Grant Thornton

Regional Administrative Unit No. 4
Balance Sheet

June 30, 1991	1991	1990
Assets		
Current		
Cash	$ 814,565	$ 1,375,170
Receivables		
Grants (Note 2)	377,042	168,083
Miscellaneous	87,297	33,602
Prepaids		15,400
	1,278,904	1,592,255
Capital		
Land, buildings, and equipment (Note 3)	25,113,462	25,314,027
	$26,392,366	$26,906,282
Liabilities and Surplus		
Payables and accruals		
General	$ 674,637	$ 486,217
Salaries and benefits	37,032	36,698
Debentures matured and payable	4,500	4,500
Debenture interest payable	5,803	5,803
Payable to Province of P.E.I. (Note 4)	224,397	273,304
Deferred items (Note 5)	131,019	477,960
	1,077,388	1,284,482
Operating surplus		
Reserve	100,000	100,000
Appropriated	50,000	200,000
Unappropriated	51,516	7,774
	201,516	307,774
	1,278,904	1,592,256
Capital		
Long term debt - debentures	16,135,388	16,541,026
Capital surplus	8,978,074	8,773,000
	25,113,462	25,314,026
	$26,392,366	$26,906,282

Approved on behalf of the Board

Board Chairman

Board Secretary

Doane Raymond

Regional Administrative Unit No. 4
Trust Funds
Balance Sheet

June 30, 1991	1991	1990
Assets		
Due from general accounts	$ 26,745	$ 6,353
Term deposits	23,000	23,000
Deposits with provincial government	2,200	2,200
	$ 51,945	$ 31,553
Capital		
Trust Surplus	$ 27,745	$ 7,353
Trust Capital	24,200	24,200
	$ 51,945	$ 31,553

Regional Administrative Unit No. 4
Trust Funds
Statement of Income, Expenditure and Surplus

Year Ended June 30, 1991	1991	1990
Income		
James A. Gordon Memorial Bursary	$ 200	$ 200
Dr. Percy Lavers Memorial	2,000	2,000
Albert MacLaren Memorial Bursary	142	124
Robert and Elizabeth Fraser Trust	119	103
Merlin Chapman Memorial Trust	1,000	
Miscellaneous	22,075	7,757
	25,536	10,184
Expenditure		
James A. Gordon Memorial Bursary	200	200
Dr. Percy Lavers Memorial	1,800	2,400
Albert MacLaren Memorial Bursary	100	100
Robert and Elizabeth Fraser Trust	119	103
Merlin Chapman Memorial Trust	1,000	
Miscellaneous	1,925	2,305
	5,144	5,108
Excess of income over expenditures	20,392	5,076
Surplus, beginning of year	7,353	2,277
Surplus, end of year	$ 27,745	$ 7,353

Regional Administrative Unit No. 4
Statement of Capital Surplus

Year Ended June 30, 1991	1991	1990
Capital surplus, beginning of year	$ 8,773,000	$ 8,781,659
Add:		
School buildings, equipment, and major projects (Note 6)	195,288	1,265,828
Renovations, furniture and equipment	357,128	156,887
Buses and maintenance vehicles	384,218	426,876
Debt retirement out of current funds - debentures	516,080	429,558
	10,225,714	11,060,808
Deduct:		
Issue of debenture re Southern Kings roof	51,223	
Issue of debenture re Belfast windows	34,218	
Issue of debenture re St. Teresa renovation		574,257
Issue of debenture re Tracadie Cross renovation		522,128
Issue of debenture re Fortune roof		40,000
Issue of debenture re Morell Consolidated windows (1988)	25,000	25,000
Issue of debenture re Montague Consolidated accessibility		35,000
Depreciation		
Buildings	574,332	584,052
Furniture and equipment	254,719	236,647
Buses	308,148	270,724
	1,247,640	2,287,808
Capital surplus, end of year	$ 8,978,074	$ 8,773,000

Regional Administrative Unit No. 4
Statement of Operating Surplus

Year Ended June 30, 1991	1991	1990
Unappropriated Surplus		
Balance, beginning of year	$ 7,774	$361,584
Add:		
Transfer from appropriated surplus	200,000	
	207,774	361,584
Deduct:		
Transfer to appropriated surplus	50,000	200,000
Transfer to reserve		100,000
Excess of expense over revenue for the year	106,258	53,810
	156,258	353,810
Balance, end of year	$ 51,516	$ 7,774
Appropriated Surplus		
Balance, beginning of year	$200,000	Nil
Add:		
Transfer from unappropriated surplus	50,000	$200,000
	250,000	200,000
Deduct:		
Surplus used during year	200,000	
Balance, end of year	$ 50,000	$200,000
Reserve		
Balance, beginning of year	$100,000	Nil
Add:		
Transfer from unappropriated surplus		$100,000
Balance, end of year	$100,000	$100,000

Regional Administrative Unit No. 4
Statement of Revenue and Expense

Year Ended June 30, 1991	1991	%	1990	%
Revenue				
Grants from the Department of Education				
Operations	$ 1,105,166	4.7	$ 1,038,214	4.6
Instructional	14,931,381	62.8	13,956,499	62.2
School maintenance and operation	3,050,429	12.8	2,951,140	13.1
Transportation	2,567,460	10.8	2,486,585	11.1
Interest on long term debt	1,937,000	8.2	1,838,991	8.2
Sundry (Note 7)	167,960	0.7	176,136	0.8
	23,759,396	100.0	22,447,565	100.0
Expenses				
Operations	1,167,287	4.9	1,100,020	4.9
Instructional	14,936,326	62.6	13,954,518	62.0
School maintenance and operation	3,025,807	12.7	2,969,438	13.2
Transportation	2,505,980	10.5	2,462,798	10.9
Interest on long term debt	1,937,000	8.1	1,838,991	8.2
Special projects undertaken by the Board	293,254	1.2	175,610	0.8
	23,865,654	100.0	22,501,375	100.0
Excess of expense over revenue for the year	$ (106,258)		$ (53,810)	

Regional Administrative Unit No. 4
Schedule of Operations Expense

Year Ended June 30, 1991

	1991	1990
Salaries and benefits (see note below)		
Supervisory	$ 212,022	$ 203,786
Secretarial and clerical	572,709	555,741
	784,731	759,527
Insurance	45,829	43,531
Professional services	44,969	26,722
Board member remuneration	31,717	24,596
Board member travel and other	56,368	53,200
Postal services	10,125	9,058
Advertising	8,803	8,306
Office supplies	20,479	19,842
Telephone	57,236	53,396
Travel	54,843	58,857
Professional development	44,632	36,894
Miscellaneous	7,555	6,091
	382,556	340,493
	$1,167,287	$1,100,020

Note: Supervisory salaries include:

Superintendent
Assistant Superintendent
Business Superintendent

Secretarial and clerical salaries include:

Board office secretarial and clerical staff
School secretarial staff

Regional Administrative Unit No. 4
Schedule of Instructional Expense
Year Ended June 30, 1991

	1991	1990
Salaries and benefits (see note below)		
Instructional supervisory	$ 2,765,489	$ 2,484,549
Instructional non-supervisory	11,784,859	11,090,578
	14,550,348	13,575,127
Program		
Computer science	6,734	10,201
Library	34,262	42,134
Duplicating supplies	57,240	75,788
Academic supplies	83,832	36,841
Home economics	8,520	4,111
Industrial arts	11,602	9,045
Science	6,527	8,696
Physical education	29,931	17,657
Art	9,314	8,976
Music	4,553	4,347
Guidance	4,983	3,901
French	8,672	5,598
Special education	4,647	5,336
Vocational education		
Business	9,831	11,422
Carpentry	9,672	14,787
Motor vehicle repair	22,327	28,130
Welding	35,206	38,870
Other vocational and prevocational courses	5,747	16,055
Miscellaneous	32,378	37,496
	385,978	379,391
	$14,936,326	$13,954,518

Note: Supervisory salaries include:

Principals
Vice-Principals
Department heads
Co-ordinators
Consultants

Non-Supervisory salaries include:

All teaching staff excluding those listed above

Regional Administrative Unit No. 4
Schedule of School Maintenance and Operation Expense

Year Ended June 30, 1991	1991	1990
Salaries and benefits (see note below)	$1,063,452	$1,033,825
Fuel	337,825	290,826
Insurance	22,652	23,854
Electricity	336,738	303,695
Garbage, water and sewage	33,699	30,132
Janitorial supplies	49,797	84,081
Equipment repairs	17,081	24,667
Building repairs	198,210	226,624
Annual cleaning	9,086	9,761
Maintenance of grounds	28,996	36,382
Snow removal	22,423	45,218
Miscellaneous	48,559	39,674
Rentals	28,238	
	1,133,304	1,114,914
Depreciation		
School buildings	574,332	584,052
Furniture and equipment	254,719	236,647
	829,051	820,699
	$3,025,807	$2,969,438

Note: Salaries include:

Building and Maintenance Supervisor
Janitorial staff
Maintenance staff

Regional Administrative Unit No. 4
Schedule of Transportation Expense

Year Ended June 30, 1991	1991	1990
Salaries and benefits (see note below)	$1,591,592	$1,557,661
Gas		
Bulk	224,704	225,595
Service station	85,390	98,352
Contracted transportation service - disadvantaged students	20,426	20,954
Bus depot parts and supplies	210,985	229,102
Outside repairs and maintenance	13,824	12,310
Insurance	20,703	14,965
Extra curricular transportation - rentals only	10,592	13,123
Snow removal	1,218	6,303
Miscellaneous	18,398	13,709
	606,240	634,413
Depreciation		
Buses	308,148	270,724
	$2,505,980	$2,462,798

Note: Salaries include:

Transportation Supervisor
Bus driver staff
Bus depot staff

Regional Administrative Unit No. 4
Notes to Financial Statements
June 30, 1991

1. Accounting policies

Fixed assets
Land, buildings, furniture and equipment are recorded at values carried in the accounts of the former School Boards as at June 30, 1972, with subsequent additions at cost. Buses are recorded at cost.

The depreciation rate for furniture and equipment is 15 percent per annum calculated on the diminishing balance basis and for buses is 12 percent per annum calculated on the straight line basis. Buildings are depreciated at 2½ percent per annum on the diminishing balance method.

Inventories, at the lower of cost and net realizable value
Bus parts inventory on hand at a cost of $119,113 has not been reflected on the balance sheet. All such parts are expensed when purchased.

2. Grants receivable

	1991	1990
Salaries and benefits	$ 108,786	$ 41,729
Grants under-advanced	208,336	81,354
Financing assistance		
Wood boiler	45,000	45,000
Fortune windows	14,920	
	$ 377,042	$ 168,083

3. Land, buildings, and equipment

	Gross Value	Accumulated Depreciation	Net Book Value	Net Book Value
Land - nominal value	$ 1		$ 1	$ 1
Buildings	28,640,792	$ 6,241,815	22,398,977	22,778,022
Furniture and equipment	4,187,794	2,744,383	1,443,411	1,341,002
Buses	2,801,812	1,530,739	1,271,073	1,195,002
	$35,630,399	$10,516,937	$25,113,462	$25,314,027

	1991	1990
4. Payable to Province of Prince Edward Island		
French monitors	$ 27,099	
General payroll accounts	117,995	$195,642
Tuition paid to Unit 4		24,360
Wood chip financing assistance repayment	79,303	53,302
	$224,397	$273,304
5. Deferred items		
1990-91 school bus purchases	$ 45,462	$388,000
1989-90 school bus purchases		29,081
Small school assistance	75,643	38,626
Capital grants	9,914	12,551
Sundry		9,702
	$131,019	$477,960

6. School buildings, equipment, and major projects

Included in the current year additions are the following:

Construction and renovations at Belfast
Oil tank replacement program
Morell Consolidated window replacement
Southern Kings Consolidated roof
Computer installation program for high schools

7. Sundry

Included as sundry revenue is $131,289 related to interest earnings during the year.

8. Long term lease

The Board is a party to a 50 year lease with the Tracadie Community Centre for the use of part of their facility as a gym for the students at Tracadie Cross School. The cost of the lease is $10,000 and will be amortized over the life of the lease. The lease expires on June 30, 2032.